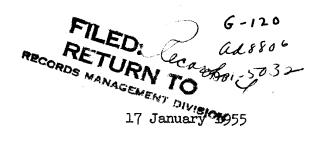
## Sanitized - Approved For Reigner, CIA-RDP70-00211R000200 0077-7



MEMORANDUM FOR: Chief, Records Management Division

VIA:

Chief, FI, FI/Admin, Chief, CI Staff, DD/P/Admin

SUBJECT:

Statistical Information on the CS Records Management

Program

The following report on the CS Records Management Program is being forwarded in compliance with the request from your office.

- a. There are 19,150 linear feet of paper records, (legal and letter size) and 9,450 linear feet of card records (3 x 5 and 5 x 8) on hand in the CS. These figures are based on actual inventories of CS records.
- b. There follows a breakdown of disposal and movement of records to less costly space within the CS to date. All figures are in cubic feet.
  - (1) Senior Staffs and Area Divisions

(a)	Retired to RI	370.55	•
(b)	Retired to Records Center	27.5	
(c)	Forwarded to CIA Library	8.3	
(d)	Destroyed	148.82	
(e)	Total		557,17

(2) Records Integration Division

(a)	Retired to Records Center	286.50
(b)	Forwarded to CIA Library	21.30
(c)	Destroyed	291.30
(d)	Microfilmed and Destroyed	193.44
(e)	Total	792.54

(3) RI has transferred from 5 drawer file cabinets to shelving the following footage

979.40

(4) Grand Total

2327.11

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- c. There are 5,339 cubic feet of records on hand in RI Archives the majority of which are from predecessor organizations.
- d. Records retired to CIA Records Center amount to 314 ? cubic feet.
- e. Approximately 60% of the records holdings of the CS are scheduled for disposal.
- f. Approximately 40% of the CS records are scheduled for indefinite retention.
- g. The percentage of specific non-permanent file items which are not yet scheduled for destruction cannot be accurately computed. However, it is estimated to be less than 5% of the total volume of records now listed for indefinite retention.
- h. There are 113 file items listed on the CS Records Control Schedule. Certain items are found in all organizations, while others are found only in certain Senior Staffs or Area Divisions. There follows a breakdown of these items.by organization:

(1) (2)	Common items PPC items	21 3 5
(3)	DD/P/Admin items	13
(4)	FI items	1.1.
(5)	RI items	44
(6)	PP items	ij
(7)	TSS items	4
(8)	Common Division items	38
(9)	SR items	2

i. As of this date, according to reports from Staff and Division Records Officers, there are on hand in the CS the following types and quantity of file equipment:

· (1) · (2)	Safefiles, 4 drawer legal size Safefiles, 4 drawer letter size	-	552,447 7,009 329
· (3)	Safefiles, 2 drawer letter size		
w(4)	Safefiles, 2 drawer letter size Safefiles, 2 drawer legal size	101 🗸	16,362

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(5) (6) (7) (8)	Safefiles, visable (Kar Safefiles, 5 drawer, co Safefiles, 8 drawer, mo Safes, all sizes	ard size icrofilm	104 169 347 11 27	2" 55,77C
<b>(9)</b>	File cabinets, 5 drawer size	r, legal V	<b>5</b> 27	33,728
<b>/</b> (10)	File cabinets, 4 drawer	c, legal $\sqrt{}$		
	File cabinets, 4 drawer	r, letter 🏏	<b>-5</b> 5	2,970
(12)	size File cabinet, 10 drawer	, card	1	50.
U(13)	size Map Case, sections		349 346, 6'	40,735
(14)	Supply Cabinets, used f	*	66	2;310
(15)	Equipment, miscellaneou	ıs	23	
		39	709	8 76 4,80x
				25X1A9a
		Chief, F	RI	

Esternated 30, 675, 600 Puces of Paper

Based on:

(a) 300 9 corr blanche & 8400 pools of

paper = 25 275 600

(b) 900 attent prices of equipment a

5000 pueces of paper = 5, 400,000